

DEPARTMENT OF PLANNING AND PERMITTING  
**CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL  
MAYOR


GEORGE I. ATTA, FAICP  
DIRECTOR

ARTHUR D. CHALLACOMBE  
DEPUTY DIRECTOR

October 22, 2014

**MEMORANDUM**

TO: Building Permit Applicants, Architects, Engineers and Surveyors

FROM:  George I. Atta, FAICP, Director  
Department of Planning and Permitting

SUBJECT: Submission of As-Built Elevation Information for Structures Built Within  
Special Flood Hazard Areas.

Effective immediately, building permit applicants for new or substantially improved structures subject to the flood protection requirements of Ordinance No. 14-9, shall submit to the Department of Planning and Permitting as-built certified elevation information for the structures as a condition for closing the building permit or obtaining a certificate of occupancy.

As-built certified elevation information shall be provided for the following two stages of building construction:

1. During or under-construction certification, due upon placement of the lowest floor and prior to vertical construction or wall framing; and
2. Post-construction certification, due upon completion of the structure, including installation of utilities and equipment.

The Federal Emergency Management Agency (FEMA) requires that records of as-built elevations be obtained and maintained by the City as a condition to participate in the National Flood Insurance Program (NFIP) which makes federally-backed flood insurance available to all structures in the community.

The information shall be provided on FEMA's Elevation Certificate (Form No. 81-31, as amended), and shall be completed and certified by a land surveyor, civil engineer, or architect currently licensed in the State of Hawaii. The information certified within the Elevation Certificate shall be based on actual construction.

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Applicants required to submit the as-built elevation information will be notified and provided with the elevation certificate forms at the time of building permit application. Prior to issuance of the building permit, the applicant shall sign a statement acknowledging this requirement.

For questions regarding the certification requirements, please contact Mario Siu-Li of the Subdivision Branch, Site Development Division, at 768-8098.

GIA:ms

cc (w/attach.): Customer Service Office  
Building Division

Attachments: 1. Applicant's acknowledgment of certification requirement.  
2. FEMA elevation certificate and instructions.

**STATEMENT OF ACKNOWLEDGMENT**  
**FOR SUBMISSION OF AS-BUILT ELEVATION CERTIFICATIONS**

Department of Planning and Permitting  
City and County of Honolulu  
650 South King Street  
Honolulu, Hawaii 96813

Attn: Customer Service Office

Project:\_\_\_\_\_

Address:\_\_\_\_\_

Tax Map Key:\_\_\_\_\_

The undersigned hereby acknowledges and agrees to submit the required as-built elevation information on the completed FEMA Elevation Certificate (Form No. 81-31, as amended), as a condition for the City to close the building permit or issue the certificate of occupancy for the subject project. The certificates shall be completed by a licensed land surveyor, civil engineer or architect, and will be provided for the following two stages of building construction:

1. During or under-construction certification, due upon placement of the lowest floor and prior to vertical construction or wall framing; and
2. Post-construction certification, due upon completion of the structure, including installation of utilities and equipment.

Failure to comply with this requirement may be cause for revocation of the building permit.

\_\_\_\_\_  
Signature of applicant/agent

\_\_\_\_\_  
Signature of owner(s)

\_\_\_\_\_  
Print name/company

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachment: FEMA Elevation Certificate and Instructions  
10/22/2014